

JOB TITLE:	#1323 Reference Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (884 annual hours) position.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Reference Assistant Supervisor
POSTING DATE:	September 1, 2016
DEADLINE DATE:	Application materials must be received by September 15, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Reference Assistant I to serve library researchers' needs through retrieval, duplication and re-filing of materials in the MNHS collections and to provide support service help on departmental projects.

SUMMARY OF WORK: 1) digital scan/photocopy materials as requested by patrons according to the Reference department's policies and copyright law; 2) staff copy services window; 3) retrieve materials from the stack or storage area for researcher use; and 4) re-file materials used so that items are made available for use.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Experience following alpha-numerical filing systems.
- Experience working in a library or archives setting.
- Must be able to regularly lift up to 40 pounds and occasionally 40-60 pound boxes.
- Demonstrated ability to communicate clearly and politely with researchers and customers.
- Demonstrated ability to handle rare and fragile items with due care.
- Demonstrated ability to learn tasks quickly; flexibility and adaptability.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree for an accredited four year college or equivalent.
- Knowledge of library systems.
- Customer service experience.
- Experience using a cash register and processing credit card transactions.
- Knowledge of copyright restrictions.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -